

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 04-0439 2. Position Number: 904-41-3381 3. Date of Posting: April 18, 2012
4. Classification: Materials & Research Engineering Associate (Specialist) 5. Salary Range: \$4,960-6,027
6. Pay Differentials That Apply To Position: None
7. Working Hours Of Position: 7:30 AM to 4:15 PM
8. District/Division: 04/Design North Section: Engineering Services I Geographic Location: Orinda, CA
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

8. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
HR - Insert link to SPB Classification Specification
- B. Technical & Professional Skills & Abilities: This position requires the working knowledge of pavement testing equipment. The ability to operate, maintain, calibrate and make operational repairs as needed to a pavement coring rig, skid tester and other field test equipment. The incumbent should be proficient in the use of a personal computer for running engineering program, spreadsheets and databases.
- C. License and/or Certification Requirements: The incumbent will be trained for acquiring CTM Test certifications Incumbent must have a valid California Drivers License.
- D. Physical Abilities to Perform Essential Functions: Incumbent must be able to stand long periods of time operating of coring and skid testing field equipment. He/she must be able to work in noisy and dusty field conditions and lift a minimum of 50 pounds. Must be able to organize and prioritize field work. Must posses the ability to resolve emotionally charged issues reasonably and diplomatically.
- E. Other Departmental Requirements: *HS - From Duty Statement and Departmental Policy Memos*
- F. Duty Statement/Description of Duties: *HR – Will insert link to duty statement document*

10. Final Date and Time for Receiving Bid: MAY 2, 2012 BY COB, 5PM

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Farahnaz Birang
Address: 111 Grand Ave., 8th FL (Mail St# 9J), Oakland CA.
Telephone Number: (510) 286-4619
FAX Number: (510) 286-4839
E-mail Address: Farahnaz_Birang@dot.ca.gov

12. Window period employee must be available for contact (Unit 1&4 Only): From: HR To: HR
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (Unit 11 Only): NO LATER THAN MAY 18, 2012
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)